

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**  
**REAL PROPERTY AGENT**

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**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Real Property Agent is the first level in a two level Real Property Agent series. Incumbents are responsible for performing property value estimates and real estate work in the acquisition and disposition of real property and advising businesses and residents on relocation procedures, availability, and selection of relocation sites, as well as types and sources of financial assistance.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Real Estate Agent is distinguished from the Senior Real Estate Agent, which is responsible for performing advanced property value estimates, negotiations, property management, and related semi-legal duties in the acquisition, disposition, or rental of City or Redevelopment properties.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |              |
|----|---|--------------|
| 1. | Assists in negotiations for the acquisition and disposition of real property and real property rights.  | Daily<br>20% |
| 2. | Inspects property to estimate fair market value; investigates zoning, recorded sales, and other related market data.  | Daily<br>10% |
| 3. | Contracts for the appraisal of open land, residential, commercial, and/or industrial buildings.   | Daily<br>10% |
| 4. | Seeks out qualified real estate developers; negotiates for the sale, development, and lease of City owned properties.   | Daily<br>10% |
| 5. | Collects and analyzes market data on real estate; conducts comprehensive comparable value studies to estimate project costs.  | Daily<br>10% |
| 6. | Participates in the preparation of real estate documents to complete the acquisition or disposition of real property and real property rights.  | Daily<br>10% |
| 7. | Advises displaced business owners or tenants and residents on such matters as relocation entitlements, availability and selection of relocation sites, and types and sources of financial assistance available. | Daily<br>10% |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
8.	Counsels displaced business owners and individuals; works with governmental and other agencies to secure social services as needed for relocates.	Weekly 10%
9.	Attends meetings of citizen groups as required.	As Required
10.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in Real Estate, Economics, Business, Public Administration, or a related field, and two years of relevant experience, involving real estate sales, escrow work, relocation, or related activities is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Licensing Requirements** (positions in this class typically require):

Basic Class C License

**Knowledge** (position requirements at entry):

Knowledge of:

- Real estate transactions, title search and examination procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Sources of real estate market information;
- Land and building value appraisal methods, principles and practices;
- Governmental and legal procedures involved in relocation matters.

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#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Estimating property values
- Negotiating the acquisition or disposition of property and property rights
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Ability to prepare and make effective oral presentations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008